

MEMORANDUM FOR REGIONAL FACILITIES MANAGEMENT AND
SERVICES PROGRAMS DIRECTORS

FROM: STEVEN SAKACH
ASSISTANT COMMISSIONER - PM

SUBJECT: Operational Guidance to GSA's Flag Policy
Issued on January 28, 2008.

The following provides operational guidance to update and clarify the Flag Policy to be compliant with the Delegation of Authority (PBS 5450.1) signed by the PBS Commissioner on March 4, 2015. The DOA re-delegates authorities contained in ADM P 5450.39D (November 16, 2011) to the PBS Business Lines and the Regions that have been delegated by the Administrator to the Commissioner of the Public Buildings Service (PBS).

Operational guidance is provided on the following sections of the Flag Policy

9i. At night, on occasions authorized by either the Administrator or the GSA Regional Administrator for an affected region. As required by Section 10, below, Flags flown during darkness must be illuminated.

11. Flag Flying Exceptions. As part of the authorities delegated and the operational functions assigned by the Administrator to the Regional Administrators, the Regional Administrators, for buildings in their regions, have the authority to determine when flying the Flag may be impractical at certain locations because.

15. Other Flags and Pennants. The GSA Regional Administrator may authorize the flying of additional flags and pennants as follows.

16. Requests to Half-Staff the Flag. In addition to Presidential orders or instructions, recognized customs or practices not inconsistent with law and proclamations from a Governor or the Mayor of the District of Columbia, all as provided in 4 U.S.C. § 7, as amended, the heads of departments and agencies of the Federal Government operating GSA-delegated buildings and GSA's Regional Administrators may request that the Flag be flown at half-staff on buildings or grounds under their jurisdiction on occasions other than those specified in 4 U.S.C. § 7, as amended, that they consider proper. All such requests shall be considered and assessed for appropriate action by the affected GSA region(s).

17c. Local. Requests to fly the Flag at half-staff on a particular GSA building, a group of GSA buildings or GSA buildings citywide must be approved by the local GSA Regional Administrator or his or her designee. Once approved, the local GSA regional office shall notify the appropriate GSA facility management personnel and Federal agencies operating GSA-delegated buildings for implementation

18a. Non-Delegated Buildings. The death of a person other than those identified in section 19, below, who occupied a specific non-delegated building, where the head of the department or agency has authorized the half-staffing of the Flag. In such instances, the head of the deceased person's department or agency may request the Administrator or his or her designee, or the GSA Regional Administrator (for buildings in his or her region), to half-staff the Flag at the specific building designated by the agency head. The head of the department or agency does not have the authority to direct that the Flag be flown at half-staff at other facilities under GSA's control. However, the head of the department or agency may request the Administrator or his or her designee, or the GSA Regional Administrator (for buildings in his or her region), to lower the Flag for the other facilities; and

18b. Delegated Buildings. The death of a person other than those identified in section 19, below, who occupied a specific delegated building, where the head of the department or agency has authorized the half-staffing of the Flag. In such instances, the head of the department or agency does not have the authority to direct that the Flag be flown at half-staff at other facilities under GSA's control. However, the head of the department or agency may request the Administrator or his or her designee, or the GSA Regional Administrator (for buildings in his or her region), to lower the Flag for the other facilities.

Authority:

The Administrator of the General Services Administration (GSA) has broad authorities under 40 U.S.C. §§ 121 and elsewhere to issue policy on when to fly the Flag at Federal buildings under the jurisdiction, custody and control, including those buildings for which operational and maintenance authority is delegated to other Federal agencies by the Administrator, and at GSA-leased buildings, if provisions for flying the Flag are addressed in the lease.

Guidance:

This guidance provides updates to clarify sections 9i, 11, 15, 16, 17c, 18a and 18b where references to Regional Administrator(s) are removed and Regional Commissioner(s) are substituted.

This guidance applies to all real property management and operation activities for buildings under GSA's jurisdiction, custody or control, including all buildings that have been delegated to other Federal agencies by the Administrator, and all GSA-leased buildings, if provisions for flying the Flag are addressed in the lease.

cc: Regional Administrators